

PAMPHLETS AND HELPS

- ☐ 1. Pamphlets and Helps List*
- ☐ 2. District Formation and Operation
- ☐ 2a. Formation Petition
- ☐ 4. Annexation Petition (unincorporated areas)*
- ☐ 4a. Annexation Analysis (city into fire district)*
- ☐ 5. Merger Petition
- ☐ 6. Mutual Aid Agreement*
- ☐ 6a. Mutual First Response Agreement*
- ☐ 7. Haz Mat Incident Command Agency Resolution *
- ☐ 10. District Secretary Oath of Office (sample)
- ☐ 11. Hose Test Cards*
- ☐ 12. Surplus Property Resolution*
- ☐ 13. Joint Organization & Operation FPD Resolution*
- ☐ 14. Snure Seminars Publications Order Form*
- ☐ 15. Vol Firefighters Reimbursement Resolution
- ☐ 18. Firefighters Wage Assignment Form*
- ☐ 19. Compensation Waiver Form—Commissioners*
- ☐ 20. Fire District Resident/Sleeper Program
- ☐ 21. Inventory of Equipment Sheets
- ☐ 22. Distribution of Expenditure Sheets
- ☐ 23. Access to Public Records and Resolution*
- ☐ 24. Expense Account Sheets*
- ☐ 25. Fire Hydrant Record Cards*
- ☐ 27. Per Diem Resolution*
- ☐ 28. Volunteer FF Retirement Payment Resolution*
- ☐ 30. Excess Levy Resolution*
- ☐ 30a. Special Levy Resolution*
- ☐ 31. WFCA Constitution & Bylaws*
- ☐ 32. Fire Department Daily Log
- ☐ 33. Fire Dept Equipment Maintenance Sheets
- ☐ 34. Supplementary Budget Resolution*
- ☐ 35. Sample Firefighters Association Bylaws*
- ☐ 36. Commissioner Serve as Firefighter Resolution*
- ☐ 38. Small Public Works Roster Packet*
- ☐ 39. School Fire Drills
- ☐ 40. Petty Cash Resolution
- ☐ 41. Pumper Service Test Cards*
- ☐ 42. Adopt Procedure for Purchase Quotation Resolution
- ☐ 43. Vendors List Procedures for Quotation Resolution
- ☐ 46. Apparatus Check “On Return to Station”
- ☐ 47. Mechanic’s Daily Report*
- ☐ 48. Injury Report*
- ☐ 49. Drill Report—Fire Department*
- ☐ 51. Burning Permit Pad*
- ☐ 52. Burning Permit Resolution
- ☐ 53. Model Whistleblower Policy
- ☐ 55. Voucher Pad*
- ☐ 56. Blanket Voucher Approval Pad
- ☐ 57. Auditing Officer Appointment Resolution
- ☐ 58. “For Official Use Only” decals
- ☐ 59. General Obligation Bond Authorization Resolution & General Obligation Ballot (sample)*
- ☐ 60. PDC Guidelines for Local Government Agencies in Election Campaigns
- ☐ 61. Contracts for Service—State Facilities
- ☐ 63. Comm Waiver/Reduction of Remuneration Form*
- ☐ 66. Job Descriptions (suggested)
- ☐ 67. 101% Lid Lift Packet*
- ☐ 68. Resolutions Required Under RCW 52
- ☐ 69. Sample Contracts—Chief, Secretary
- ☐ 71. Emergency Medical Services/6 or 10 Year Levy*
- ☐ 71a. Emergency Medical Services/Permanent Levy*
- ☐ 73. Issuance of Fire District Equipment*
- ☐ 74. Fire Hall Rental Agreement Resolution
- ☐ 76. Sample Non-Smoking Agreement
- ☐ 77. Benefits of Membership in WFCA*
- ☐ 78. Employer Taxes/Benefits Information
- ☐ 80. Advance Travel Expense—Revolving Fund Resolution*

* Items are available at www.wfca.wa.gov
(click **Library**, then drag down to **Fire District Resources (Pamphlets & Helps List)** and click on that option.)

INTERNET RESOURCES

The following are resources available on the Internet. If you do not have Internet service or need assistance, please contact the WFCAs office at 1.800.491.9322.

STATE

Financial Management (Office of)—

- For *Travel Reimbursement Rates* visit <http://www.ofm.wa.gov/resources/travel.asp>

Public Disclosure Commission—

- For *Forms* visit www.pdc.wa.gov/filerassistance/
- For *Use of Public Facilities Information* visit www.pdc.wa.gov/guide/interpretations/

Secretary of State—

- For *Non-Profit Volunteer Organization Set-up* visit www.secstate.wa.gov/corps/registration_forms.aspx
- For *Records Retention Schedule* visit www.secstate.wa.gov/archives/gs.aspx (Local Government General Records Retention Schedule)

State Patrol—

- For *Criminal History Check Information* visit www.wsp.wa.gov/crime/crimhist.htm

FEDERAL

Dept. of Justice (Bureau of Justice Assistance)—

- For *Public Safety Officers' Benefits Program* visit www.ojp.usdoj.gov/BJA/grant/psob/psob_main.html

ASSOCIATIONS

Washington State Association of Fire Chiefs—

- For *Vehicle/Equipment Hourly Fee Schedule* for equipment visit http://wsafc.org/assets/dept_1/docs/2005%20Equipment%20Rates.pdf
- For *Vehicle/Equipment Hourly Fee Schedule* for personnel visit http://wsafc.org/assets/dept_1/docs/2005%20Personnel%20Rates.pdf

MISCELLANEOUS

Boy Scouts of America—

- For *Fire Service Explorer Program* visit www.learning-for-life.org/exploring/fire/